

EXHIBIT 3

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS
SHERMAN DIVISION**

TALIA N. HARRISON,

Plaintiff,

vs.

TYLER TECHNOLOGIES, INC.,

Defendant.

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No. 4:21-cv-00607-ALM

DECLARATION OF KAYLA WAGNER

1. My name is Kayla Wagner, I am over the age of 21, of sound mind, and capable of making this declaration. The facts stated herein are true and correct and are based on my personal knowledge.

2. I work for Tyler Technologies, Inc. ("Tyler"). Currently, I work as a Senior Manager, Implementation Analysts. Before becoming a Senior Manager, Implementation Analysts, I worked as Manager, Implementation Analysts starting in 2017. I have been in my current role since June 2021. As a Manager, Implementation Analysts, I managed all of Tyler's Implementation Analysts in the ERP division, including Talia Harrison during her time as an ExecuTime Implementation Analyst.

3. Implementation Analysts are subject matter experts (“SME”) on certain Tyler software products. Implementation Analysts typically have more technical knowledge of the products they work on than implementation consultants and project managers. Ms. Harrison was a SME on the ExecuTime software product.

4. Because of Ms. Harrison's high-level of knowledge and expertise with the ExecuTime product, she regularly worked on implementations that were challenging and/or

complicated, off schedule or that otherwise needed sophisticated expertise. The success of an implementation can depend on the information Implementation Analysts provide when addressing issues escalated by the implementation team. The types of issues that Implementation Analysts resolve are often issues that are critical to the success of a particular implementation project.

5. Implementation Analysts' duties are crucial to ensuring that an implementation is completed on time and the "go live" phase of the process proceeds as scheduled. If an implementation is not completed on time, the transition to Tyler's systems may be delayed by several months given the nature of Tyler's government clients. Typically, Tyler's government clients sync their ExecuTime go-live date with their payroll periods that are generally either quarterly or biannually (i.e., January 1 or July 1). For example, if a January 1 go live date is missed, the client may have to delay going live on Tyler's systems until July 1. Given the delay that can result from a go live date being missed, it is critical for client relations to do everything possible to ensure a go live date is not missed.

6. For example, on one occasion, Ms. Harrison went on site to the client's location to help salvage an ExecuTime implementation that was off track. Ms. Harrison reviewed the setup, made configuration changes, and generally did whatever was needed to get the client ready to go live as planned to be able to process its payroll using ExecuTime. This particular client was very important to Tyler because the client used several Tyler products, not just ExecuTime. Ms. Harrison was able to use her expertise and knowledge of ExecuTime to address the previous problems with the project and get the implementation back on schedule, thereby also preserving the rest of Tyler's engagements with the site.

7. As an Implementation Analyst, Ms. Harrison would also resolve tickets submitted by the implementation team. The tickets Ms. Harrison resolved typically included high-stakes

issues. On occasion, Ms. Harrison would have to involve employees on the software development team to help resolve a ticket. If development needed to see a client's data to help resolve the issue, Ms. Harrison had the authority, at the time, to go into the client's system and capture a database backup. Ms. Harrison would then use the backup to write a development ticket that would enable development team to create an improvement for the product to resolve the issue. The ability to capture a database backup and write a development ticket was not something that implementation teams can do, but was a function reserved for an SME, like Ms. Harrison. If Ms. Harrison was not able to assist development by creating this kind of software fix, the implementation would have to be put on hold, which would then cause delays to the implementation schedule.

8. A common area that Ms. Harrison would address would be issues with the Rules Engine Configuration policy. During an implementation, "Individual Rules" are used to tell the system what to do when time is entered within certain parameters. For example, Individual Rules can be built to address shift differentials if that is something the client uses as part of its timekeeping practices. Individual Rules are then assigned to a Rules Engine Configuration policy that tells the system how to apply the time to the employee's timesheet. Building a Rules Engine Configuration policy is difficult because each Individual Rule must be entered in the correct order and the correct codes and incentives must be selected. If anything is incorrect, the entire Rules Engine Configuration will not work. Ms. Harrison often worked with implementation consultants to help them figure out how Individual Rules should be configured to match the client's policies. Ms. Harrison would also frequently help implementation consultants figure out how to correctly build a Rules Engine Configuration. Without Ms. Harrison's strategic eye, implementation consultants would frequently not have been able to properly configure ExecuTime for clients.

9. Ms. Harrison also conducted training of implementation consultants as an

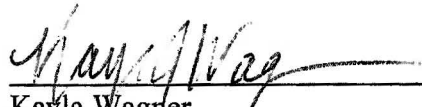
Implementation Analyst. A sample agenda from a training that Ms. Harrison led in Maine is attached as **Exhibit A**. The Maine training was for new Tyler hires. The training was the first time that implementation consultants would view ExecuTime and have an opportunity to work with the product. The training spanned four days and provided an exhaustive overview of the ExecuTime implementation process. While there was an existing curriculum for the training, Ms. Harrison would select what she wanted to include in the curriculum based on her experience. Ms. Harrison also decided the areas on which she wanted to focus during a particular training based on the questions she received from implementation consultants. It was Ms. Harrison's responsibility to ensure that the new hires received the training they needed to be able to perform implementations in the field. If Ms. Harrison did not perform her training duties, Tyler's newly hired implementation consultants would not be able to perform implementations. Ms. Harrison was selected to perform the new hire training because of her level of expertise with ExecuTime. Prior to Ms. Harrison assuming the role, non-SMEs had conducted the training, which negatively impacted the overall training experience and the implementation consultants' resulting ability to successfully implement the ExecuTime.

10. Ms. Harrison also conducted training at an annual conference in Texas. A sample training presentation from the Texas conference is attached as **Exhibit B**. Ms. Harrison's presentation was original and created by her. The Texas conference was an opportunity for implementation consultants and project managers of all experience levels to learn different features in ExecuTime and to meet Ms. Harrison as ExecuTime's SME. During the conference, Ms. Harrison presented on topics or issues that she most frequently encountered with ExecuTime and that she thought would be the most helpful for the attendees. Ms. Harrison also presented on how the implementation teams could contact her for help with implementation issues. Ms. Harrison

also showed attendees how to access resource documents created by the Implementation Analysts.

My name is Kayla Wagner. I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Executed in St Charles County, State of Missouri, on the 8th day of February, 2022.



Kayla Wagner

EXHIBIT A

ExecuTime Training Agenda: M/D-M/D/YYYY

This one-week training session will cover the use and setup of the ExecuTime Time and Attendance product in conjunction with Munis payroll.

Participants should follow along with the provided participant guides throughout training and complete the assigned exercises either as part of the live coursework or in the evenings as homework. Each participant will be provided their own preformatted ExecuTime environment for the duration of the training.

At the end of the week, each participant will complete a short assessment to determine their overall understanding and proficiency with ExecuTime Time and Attendance. This assessment will be an open book exam, with multiple choice and true/false questions. A passing score is 80% or higher and the employee can take the assessment as many times as necessary to pass. Only the best score will be shared with management.

Prerequisites

☐ Review Intro to ExecuTime Documentation

All participants will be expected to review the Intro to ExecuTime document found on Microsoft Teams. This document will be reviewed with the group first thing on Tuesday.

☐ Prepare Example Client Organizational Data

Participants are asked to bring examples of Group/BU Code, Job Class Code, and Location Code mappings from clients that they have implemented in the past. These will be used during training to design and build out the corresponding ExecuTime code tables.

☐ Download ExecuTime Documentation

All participants will be expected to download the ExecuTime Participant Guides found on Microsoft Teams (ExecuTime Vertical team > Implementation (Training) channel > Files). These documents will be reviewed and referenced throughout the training. The guides all labeled number-letter title (ex. 0-B Intro to Executime.docx)

☐ Verify Access to Implementation Analyst Confluence Space

All participants will be expected to access additional information found on Confluence (Implementation Analyst > Munis Implementation Analyst > Human Capital Management > ExecuTime). This information will be reviewed and referenced throughout the training.



MM/DD/YYYY: Day 1 – Timekeeping Overview and Setup & Administration

**Yarmouth Office, 1 Tyler Drive, Yarmouth, ME
{ROOM ASSIGNMENT}**

8:30 to 9:00 – Overview of the Week

1. Review Agenda and Prerequisites
 - a. ExecuTime Documentation
 - b. Open discussion
2. Logging into Practice Environment
 - a. Everyone receives own environment
 - b. Follow along through training
 - c. Use exercises to solidify discussion

9:00 to 10:00 – Introduction to ExecuTime Time and Attendance

Participant Guide: 0-B – Intro to ExecuTime

1. What is ExecuTime?
 - a. How do employees use ExecuTime?
 - b. What benefits does ExecuTime offer?
 - c. How does it work with Munis?
 - d. What are the current limitations of this interface?
 - e. Who supports ExecuTime?
2. How is Employee Data Organized?
 - a. ExecuTime Grouping Codes
 - b. Munis Employee Records vs ExecuTime Data Access
3. Key Terminology
 - a. Review Key ExecuTime Vocabulary

10:00 to 10:30 – ExecuTime Navigation

Participant Guide: 0-C – ExecuTime Navigation

1. Logging in to ExecuTime
2. Basic ExecuTime Navigation
 - a. ExecuTime Ribbon and Menu
 - b. ExecuTime Filters
 - c. ExecuTime User Preferences
 - d. Help

10:30 to 10:45 – Exercises

Complete the Exercises associated with Participant Guide 0-C – ExecuTime Navigation.



10:45 to 12:00 – Master File Maintenance: Organizational Codes

Participant Guide: 3-A – Organizational Codes

1. Org (Organizational) Units
 - a. Discuss the three-tiered hierarchical Org Unit structure (Company, Division, Department) that ExecuTime uses to control which employees a given user will be able to access based on their role security
 - b. Note: We commonly change the name of the labels to match Munis terminology (Company, Department, Location)
2. ExecuTime Locations
 - a. Discuss the use of ExecuTime Location code which controls the codes and policies a given user can access when entering their own time or that of their direct reports
 - b. Note: These match the Munis WorkGroups
3. Review Code Mapping Tools and Discuss Implementation Considerations
 - a. Review the provided code mapping templates for use with ExecuTime
 - b. Time for open discussion of code mapping considerations

12:00 to 12:45 – Lunch

12:45 to 2:15 – Master File Maintenance: Miscellaneous Auxiliary Codes

Participant Guide: 3-B –Miscellaneous Auxiliary Codes

1. Employee Types
 - a. Corresponds to Munis Personnel Status, this code designates whether a given employee is salaried or hourly, Exempt or Non-Exempt
2. Status Codes
 - a. System-defined, used to designate if an employee is Active, Deleted, or Terminated
3. Time Zone
 - a. Used to designate which time zones are active for a given client, these codes are only used by clients whose workforce spans multiple time zones
4. Pay Periods – Setup, how they are generated, and how they can be maintained
 - a. Standard Pay Periods are based on a daily, monthly, or semi-monthly cycle
 - b. Pay Periods can be defined based on specific dates if they do not follow the above logic, however the client must build them out in advance
5. Approval Types (Available in ExecuTime Version 2018)
 - a. Used to designate the different levels of approval in ExecuTime, these codes are universally applied throughout the system
6. Availability Statuses
 - a. Used to indicate whether or not an employee is present at work based on interactions with the time clock and/or time sheet and/or PTO/Hours Request functions
7. Shift
 - a. An informational field that can be used by employees when entering time to indicate which shift they were working



2:15 to 3:00 – Master File Maintenance: Job Costing Codes

Participant Guide: 3-C –Positions, Certifications, and Job Costing Codes (Some parts will be skipped for now)

1. Positions
 - a. Position codes are roughly analogous to Job Class in Munis and the ability to enter time against a given Position can be controlled based on the Cert/Reqs codes assigned to an employee
2. Certs/Req
 - a. Certification/Requirement codes can be used to control employees' ability to enter time against certain Positions
3. Job Costing
 - a. Discuss the relationship between Expanded Job Costing fields and how they can be customized for each client based on their specific tracking needs

3:00 to 3:45 – Master File Maintenance: Pay Codes

Participant Guide: 4-A –Pay Codes

1. Pay Codes
 - a. Creating and editing of Pay Codes, including a comprehensive discussion of each setting and how they impact the function of the created codes.

3:45 to 4:30 – Review, Q&A, and Exercises

Complete the Exercises associated with Participant Guides 3-A – Organizational Codes, 3-B –Miscellaneous Auxiliary Codes, 3-C – Positions, Certifications, and Job Costing Codes, and 4-A – Pay Codes.

MM/DD/YYYY: Day 2 – Employee and Supervisor Actions

**Yarmouth Office, 1 Tyler Drive, Yarmouth, ME
{ROOM ASSIGNMENT}**

8:30 to 9:00 – Review and Q&A

9:00 to 10:45 – Employee Actions: Entering Time

Participant Guide: 1-A+B – Employee Actions

1. Clock In/Clock Out
 - a. Description of login options and landing page information
 - b. Basic Clock In/Clock Out functions
 - c. Discussion of Availability Status and its relationship to Time Sheet and CIO methods of entry
 - d. Demonstration of modifying pay information associated with CIO by using the Edit Info feature to change Position, Shift, or Job Costing Codes
2. Timesheet Entry
 - a. Demonstrate how to directly enter/modify time via Timesheet Entry
 - b. Start/End Time vs Duration vs Amount



- c. What codes are available for Timesheet Entry?
 - d. Scheduled vs Unscheduled Hours
- 3. Time-Off Request/Hours Request
 - a. Difference between Time-Off Request vs Hours Request
 - b. Demonstrate how to request Time-Off/Hours
- 4. Benefits Calendar
 - a. Show how Time-Off Requests show on Benefits Calendar
- 5. Time Card Inquiry
 - a. Discuss how Time Card Inquiry is where employees put the “finishing touch” on their time before submitting.
 - b. Demonstrate Job Costing Split feature
 - c. Demonstrate how to select Comp Time vs Overtime
- 6. Time Summary
 - a. Discuss how Time Summary is an easily viewable summary of the employee’s completed time card
- 7. Benefits Summary
 - a. Benefits Summary is where users go to view their accrual balances in ExecuTime
- 8. Time Approval
 - a. Once all time is reviewed in above programs, demonstrate how users can “Approve” their own time cards, which essentially submits them for supervisor approval.
 - b. Note: This is only available for the employee that is logged into the system

10:45 – 11:30 – Supervisor Actions: Employee Availability Maintenance

Participant Guide: 2-A+B+C – Supervisor Actions

- 1. Dashboard
 - a. Used to track pending approval requests, to set employee Availability Status, and to view global messages.
 - b. Demonstrate how to change Availability Status
- 2. Employee Time Summary
 - a. Review time cards and approval status for each employee
- 3. Manage Time-Off/Manage Hours Request
 - a. Demonstrate how to review and approve Hours Requests and Time-Off Requests
 - b. Demonstrate the “Reset to Pending” feature which can be used to unlock an approved request so that the employee can adjust their request
- 4. Employee Time Maintenance
 - a. Demonstrate the Add New Time Entry feature
 - b. Demonstrate the Add New Clock In/Out Entry feature
 - c. Return to Timesheet Entry to discuss the difference between adjusting an employee’s Time Card via Timesheet Entry (acting as employee) vs Employee Time Maintenance (acting as supervisor)
- 5. Who is Here?
 - a. Used to track employee presence at work by Availability Status.
 - b. Demonstrate how changing Availability Status for employees in the dashboard impacts the Who is Here? screen.
- 6. Audit options
 - a. Review audit programs (Transaction, GeoData, Approval, Attendance) and what information is available
- 7. Time Approvals
 - a. Demonstrate how to approve employee Time Cards



- b. Discuss best practice as it relates to the Add New Time Entry and Add New Clock In/Out Entry options available on this screen

11:30 to 12:00 – Exercises

Complete the Exercises associated with Participant Guides 1-A+B – Employee Actions and 2-A+B+C – Supervisor Actions.

12:00 to 12:45 – Lunch

12:45 to 1:15 – Employee Maintenance

Participant Guide: 5-B Employee Master File

1. Master File Management – Employee Master
 - a. Adding a new Employee Master record
 - b. Modifying existing Employee Master records
 - c. Discuss the impact of security driven by the “Pay Properties” tab as opposed to the “Security” tab

1:15 to 2:30 – UI Environment Flags

Participant Guide: 6-A UI Environment Flags

1. Note: The display order of the options within some tabs has been changed in ExecuTime Version 2019 and above
2. UI
 - a. Walk through each UI Setting and explain how they are used to globally define what fields/functions are made available to ExecuTime users, to establish parameters for various functions, and how that information is presented
 - b. Some UI Settings are primarily cosmetic (such as field labels or default number of records to display) while others can enable/disable certain processes within the system (such as the ability to disable all Clock In/Out functions)
3. UI Style
 - a. Used to configure various color settings in ExecuTime
4. Security
 - a. Governs access to Fast Clock In/Out features, the need for passwords, and remote access to ExecuTime
5. Login Configuration
 - a. Used to define login settings for sites who do not use the standard ExecuTime login
 - b. ExecuTime does not presently support SSO, but does support AD logins via Kerberos
6. Time Processing
 - a. Walk through each Time Processing setting, which are used to establish global settings for how ExecuTime functions
7. Communication
 - a. Used to configure settings for e-mail Event Maintenance notifications
8. Clock Polling
 - a. Used in configuring certain time clock devices for use with ExecuTime
9. Performance (Only available in ExecuTime Version 2018 and prior)



- a. An obsolete program used to clear the system cache; no longer used
- 10. Timeclock Configuration
 - a. Used to configure settings for timeclock and how they communicate with ExecuTime
- 11. Admin
 - a. Used to configure the overall application setup and is only accessible by the ExecuTime Admin account (permissions cannot be granted to any other account)
 - b. Used to configure licensing permissions
 - c. Review setup options

2:30 to 3:00 – Time Clocks

- 1. Field Trip
 - a. Demonstrate Time Clocks: Allow participants to see the Time Clocks that are set up
 - b. Discussion of options: Card scanning, Biometric, Punch in/out
 - c. Refer to ExecuTime recording for clocks

3:00 to 4:30 – Review, Q&A, and Exercises

Complete the Exercises associated with Participant Guide 5-B – Employee Master File.

MM/DD/YYYY: Day 3 – Setup and Administration: Policies, Rules, and Security Roles

Yarmouth Office, 1 Tyler Drive, Yarmouth, ME
{ROOM ASSIGNMENT}

8:30 to 9:00 – Review and Q&A

9:00 to 10:00 – Overtime and Comp Time Policies

Participant Guide: 4-B – Overtime and Comp Time Policies

- 1. Comp Time Policy
 - a. Create a Comp Time Policy that governs the Comp Earned and Comp Used code, and to indicate whether Overtime hours should default in as Comp Time or Overtime
- 2. Overtime Policy
 - a. Create an Overtime Policy, noting that it must be assigned by a combination of ET Location and Organizational Unit

10:00 to 10:30 – Clocking and JCD Policies

Participant Guide: 4-C – Clocking and JCD Policies

- 1. Clocking Policy
 - a. Demonstrate the creation of a Clocking Policy to govern what fields a user is allowed/required to enter when logging time (related to JCD Policy)
- 2. JCD Policy



- a. Demonstrate the creation of a JCD to govern what Job Costing fields a user is allowed/required to enter when logging time (related to Clocking Policy)

10:30 to 10:45 – Review, Q&A, and Exercises

Complete the Exercises associated with Participant Guides 4-B – Overtime and Comp Time Policies and 4-C – Clocking and JCD Policies.

10:45 to 11:15 – Rounding Policy, TSA Policy, and Work Limits

Participant Guide: 4-D – Rounding and TSA Policies

1. Rounding Policy
 - a. Create a rounding policy to govern how the system will round to the nearest 5/6/15/30/60 minutes, and to define the clocking grace periods for employees assigned to schedules
2. TSA Policy
 - a. Describe and define TSA Policies to indicate how the system should handle shifts that cross midnight over multiple pay periods
3. Work Limits
 - a. Most commonly used in conjunction with the Advanced Scheduling module, Work Limits trigger notifications to supervisors when employees work outside of the limit parameters established here

11:15 to 11:45– Salaried Policies

Participant Guide: 4-E – Salaried Policies

1. Salaried Policy
 - a. Used to force the system to auto-populate hours for Salaried employees

11:45 to 12:00 – Geofence Maintenance and Geo Location Policy

1. Geofence Maintenance
 - a. Used to create the area that is marked as within the boundaries
2. Geolocation Policy
 - a. Assign geofence areas to a policy to determine how the locations will be used

12:00 to 12:45 – Lunch

12:45 to 2:00 – Rules Engine

Participant Guide: 4-F – Rules Engine

1. Rules Engine
 - a. Demonstrate the creation of Individual Rules, which are used to tell the system what to do when time is entered with certain parameters. Individual Rules can be used to automatically apply Shift Differentials, for example.
 - b. Assign Individual Rules to a Rules Engine Configuration policy



2:00 to 2:30 – Role Security and Permissions

Participant Guide: 5-A – Role Security and Permissions

1. Roles and Security
 - a. Roles govern access to programs (Menu Access) and employees (Data Access)
 - b. Additional functional access is governed by the Other tab
 - c. The Notifications tab is used to govern what kinds of events in ExecuTime will trigger an automatic notification for users assigned to a given role

2:30 to 3:15 – Employee Master File Management / Benefit Hours

Participant Guides: 5-B Employee Master File, 5-C Employee Benefits, and 5-D Auto-Deductions

1. Review setup of Master File Management – Employee Master
 - a. Adding a new Employee Master record
 - b. Modifying existing Employee Master records
 - c. Discuss the impact of security driven by the “Pay Properties” tab as opposed to the “Security” tab
2. Assigning auto-deductions to employees
 - a. Establishing the auto-deduction threshold
 - b. Defining the auto-deduction amount
 - c. Auto-deduct pay code prerequisites
 - d. Overriding auto-deductions
3. Master File Management – Benefit Hours
 - a. Adding benefit hours for employees

3:15 to 3:30 – Schedule Maintenance

Participant Guide: 5-E Schedules

1. Schedules
 - a. Walk through the creation of a schedule and discuss how it can be used to default in hours on an employee’s timesheet
 - b. Schedules can be built with a single lunch break included
 - c. Max Hours per Day/Week can be used in conjunction with Overtime Policies
 - d. Discuss how Grace Periods can be used to establish parameters regarding when it is appropriate for an employee to clock in or out
2. Schedule Sets
 - a. Assign Schedules to employees by associating them with a Schedule Set

3:30 to 3:45 – Reporting

Participant Guide: 7-A Reporting

1. Access to Reports
 - a. Controlled by security role
2. Defining Reports
 - a. Demonstrate how to define and run reports; parameters vary by report
3. Custom Reporting Options



3:45 to 4:00 – Bulk Transactions and Holiday Schedules

Participant Guide: 7-B Bulk Transactions and Holiday Schedules

1. Bulk Transactions
 - a. Adding a fixed unit of time to a group of employees all at once
2. Holiday Schedules
 - a. Similar to Bulk transactions, but used for Holiday time

4:00 to 4:30 – Review, Q&A, and Exercises

Complete the Exercises associated with Participant Guides 4-D – Rounding and TSA Policies, 4-F– Rules Engine, 5-A – Role Security and Permissions, 5-C – Employee Benefits, and 5-E Schedules.

MM/DD/YYYY: Day 4 – Processing Time Entry

Yarmouth Office, 1 Tyler Drive, Yarmouth, ME
{ROOM ASSIGNMENT}

8:30 to 9:00 – Review and Q&A

9:00 to 9:30 – Payroll Processing and Corrections

Participant Guide: 7-C Time Balancing and Payroll Processing

1. Time Balancing
 - a. Provides a summarized view of all data associated with a given pay period; data can be moved into destination payroll system from this screen
2. Processing Data in Munis
 - a. Time entered and processed in ExecuTime will display in Employee Pending Time Entry in Munis

9:30 to 10:00 – Editing History

Participant Guide: 7-D Reverting Payroll and Editing History

1. Payroll Revert
 - a. Used to reverse the process of moving data into the destination payroll system/unlock it for editing and re-processing in ExecuTime
2. Time History
 - a. Used to view and edit time entry history data
 - b. Discuss the ramifications of historical reporting and how it can be affected by changes to setup or employee records
3. Payroll Corrections
 - a. Used to process corrections to time entry records that have already been sent to Munis Payroll

10:00 to 10:30 – Munis Integration

Participant Guide: 7-E Munis Integration Configuration



1. Tyler Connectivity
 - a. Used to configure connection to Munis environment
2. Tyler Integration
 - a. Setup of subscriptions/web services to automate the process of moving data from Munis to ExecuTime
3. Look with Munis Entity Service Configuration
 - a. Second half of the subscription puzzle
4. Security for GL/PL/Pay Codes
 - a. Review of how GL/PL security is established in Munis based on Munis Location code
 - b. Review of how Pay Code access is granted

10:30 to 11:00 – Various “Gotcha’s”

1. Filters
2. Integrations Issues
3. Setup/Munis Fields
4. Look at Confluence

11:00 to 12:00 – Final Wrap-Up and Review

This time is reserved for questions and open discussion. Participants may also use this time to prepare for the assessment, which they may take on their own time.

12:00 – Lunch To-Go



EXHIBIT B

2019 New Workflow Process, New Overtime Setup & ExecuTime Roadmap

ExecuTime



2020 IMPLEMENTATION MEETINGS

Your **Tyler** team



Talia Harrison & Kayla Wagner
Analyst Team

Meeting **agenda**



ExecuTime Workflow

ExecuTime Rotating Overtime Policies

ExecuTime Roadmap

Questions



ExecuTime 2019 New Workflow Process

2020 IMPLEMENTATION MEETINGS

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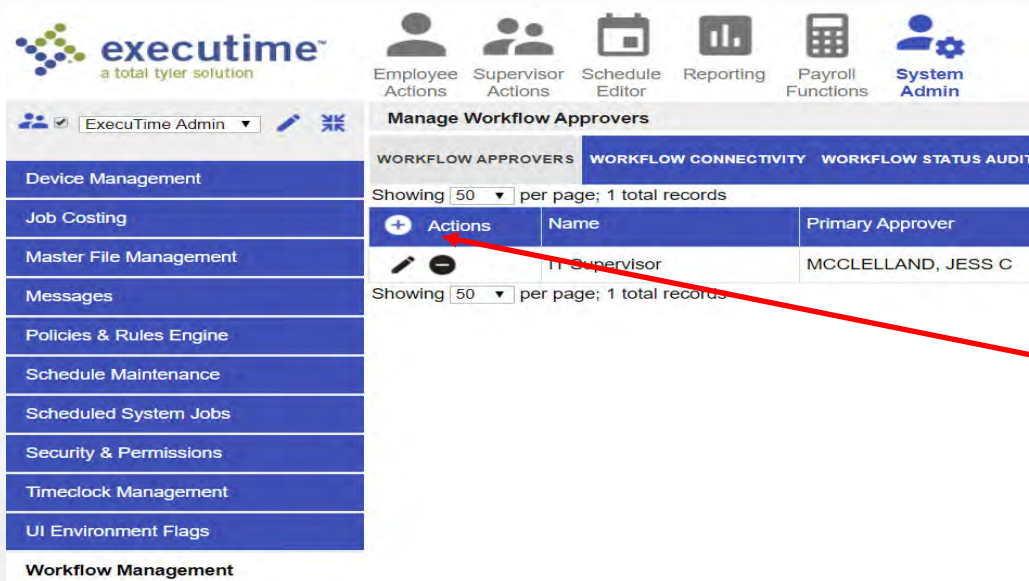
Overview

ExecuTime integrates with Tyler Workflow to control business processes for approving timecards, time off requests and hours requests in version 2019 and up. Within workflow management you have the ability to set approvers for individuals that are responsible for making those approvals.

Workflow Approvers 2019.3

System Admin>Workflow Management>Workflow Approvers

Individuals responsible for approving timecards, time off request and hours requests are set as workflow approvers.



The screenshot shows the ExecuTime System Admin interface. On the left is a navigation menu with options like Device Management, Job Costing, Master File Management, Messages, Policies & Rules Engine, Schedule Maintenance, Scheduled System Jobs, Security & Permissions, Timeclock Management, and UI Environment Flags. The main area is titled 'Manage Workflow Approvers' and has tabs for 'WORKFLOW APPROVERS', 'WORKFLOW CONNECTIVITY', and 'WORKFLOW STATUS AUDIT'. Below the tabs, it says 'Showing 50 per page; 1 total records'. There is a table with columns 'Actions', 'Name', and 'Primary Approver'. The 'Actions' column contains a plus icon and a minus icon. A red arrow points to the plus icon. The 'Name' column shows 'IT Supervisor' and the 'Primary Approver' column shows 'MCCLELLAND, JESS C'.

To create a new workflow approver, select the Add New Entry button.

Workflow Approvers (cont.)

Edit Workflow Approver

Workflow Approvers

Name* IT Supervisor

Primary Approver* MCCLELLAND, JESS

Secondary Approver WORKMAN, ALISON

Give the workflow approvers a name.

Use the drop-down list to assign primary (required) and secondary approvers.

Action	WrkGrp	Organization Type	Organizational Unit	Attribute
	Select options	Location	1 selected	Select an attributes

Save Back

NOTE: Secondary approvers have the ability to act as a backup for the primary approver.

Workflow Approvers (cont.)

Workflow Approvers

Name*

Primary Approver*

Secondary Approver

Action	WrkGrp	Organization Type	Organizational Unit	Attribute
	<input type="text" value="Select options"/>	<input type="text" value="Location"/>	<input type="text" value="1 selected"/>	<input type="text" value="Select an attributes"/>

Click the Add Row button to assign new rule for workflow approver(s).

New rule can be set based on Workgroup and/or Organization type.
 Organization type options:
 -Employee
 -Department (Munis Location)
 -Division
 -Company

If using organization type, after selection is made, click in Organizational Unit box to make selection from drop-down list.

Workflow Approvers (cont.)

Workflow Approvers

Name* IT Supervisor

Primary Approver* MCCLELLAND, JESS ▼

Secondary Approver WORKMAN, ALISON ▼

After selections have been made, hovering over the info tooltip will display selections made.



Click save to complete the workflow approver set up.

NOTE: The workflow approver(s) are now the only users with the ability to approve timecards, time off requests and hours requests.

Action	WrkGrp	Organization Type	Organizational Unit	Attribute
	Select options	Location ▼	1 selected	Select an attributes ▼

Save
Back

Workflow Approvers (cont.)

Manage Workflow Approvers				
<div> WORKFLOW APPROVERS WORKFLOW CONNECTIVITY WORKFLOW STATUS AUDIT </div>				
Showing 50 per page; 1 total records				
Actions	Name	Primary Approver	Secondary Approver	Approval Type
 	IT Supervisor	MCCLELLAND, JESS C	WORKMAN, ALISON M	Department

The saved workflow approver will now show under the manage workflow approvers list.

Changes can be made to the workflow approvers setup by clicking the edit this entry pencil.
The workflow approver can be deleted by clicking the delete this entry.

Workflow Status Audit

System Admin > Workflow Management > Workflow Status Audit

Workflow Status Audit

WORKFLOW APPROVERS WORKFLOW CONNECTIVITY WORKFLOW STATUS AUDIT







Showing: 50 per page: 8 total records

Action	Department	Successful	Failed	Idle	Cancelled
	0415 (Test HL)	54	1	1	0
	141 (Jewins)	31	26	39	11
	AU00 (CITY AUDITOR 00001)	6	0	146	127

The workflow status audit screen will show a high-level status by department with counts of successful, idled, failed and cancelled workflows.

By clicking on the action icon a details view for the selected department will appear.

Workflow Status Audit (cont.)

					
Employee Actions	Supervisor Actions	Schedule Editor	Reporting	Payroll Functions	System Admin
Workflow Status Audit					
<div> <div>WORKFLOW APPROVERS</div> <div>WORKFLOW CONNECTIVITY</div> <div>WORKFLOW STATUS AUDIT</div> </div>					
Page 1 of 2 of 50 per page 70 total records					
Employee	Type	Status	Status Detail	Modified On	Approver
Harbison, Thomas	Time Off Hours Request Delete	Successful		2019-07-26 13:56:44.417	ZZ**Admin,ExecuTime
Harbison, Thomas	Time Off Hours Request Delete	Successful		2019-07-26 15:29:28.097	ZZ**Admin,ExecuTime
Harbison, Thomas	Supervisor Pay Period Approval	Successful		2019-07-28 15:50:00.627	FOUNTAIN, LAUREN
Harbison, Thomas	Supervisor Pay Period Approval	Successful		2019-07-28 15:50:44.667	FOUNTAIN, LAUREN
Harbison, Thomas	Time Off Hours Request Delete	Successful		2019-07-28 15:50:44.87	FOUNTAIN, LAUREN
Harbison, Thomas	Time Off Hours Request Delete	Successful		2019-07-28 16:31:30.53	VANSTRIEN, HEATHER
Harbison, Thomas	Time Off Hours Request Delete	Successful		2019-07-28 18:03:29.793	ZZ**Admin,ExecuTime
Lopour, Hailee	Time Off Approval	Successful	Workflow Auto-Declined on Timeout	2019-07-28 18:07:28.667	VANSTRIEN, HEATHER
Lopour, Hailee	TORHR Approval Calculation	Successful		2019-07-29 13:25:47.913	ZZ**Admin,ExecuTime

The detail screen will be a list of employees in that department and all their workflows listing the employee, workflow type, workflow status, modification date and approver.

Workflow Connectivity

System Admin>Workflow Management>Workflow Connectivity

Employee Actions Supervisor Actions Schedule Editor Reporting Payroll Functions System Admin

Workflow Connectivity

WORKFLOW APPROVERS WORKFLOW CONNECTIVITY WORKFLOW STATUS AUDIT

Tyler Workflow Connectivity Settings

Workflow API Root URL:

BusHooks API Root URL:

ExecuTime Root URL, with Port:

Connectivity Timeout (milliseconds):

Workflow Tenant Name:

ExecuTime Command Runner Short Name:

Save Settings Cancel

Send Connection Settings Send Workflow Templates Enable Workflow Templates

Test Tyler Workflow Connectivity Test Tyler BusHooks Connectivity

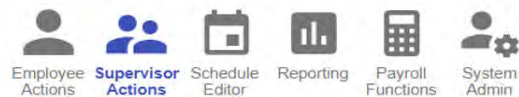
These settings control how Tyler Workflow connects with ExecuTime.

Our TSM or Deployment teams will handle this setup.

Timecard Approvals

Supervisor Action > Employee Time Summary

The Employee Time Summary tab shows the overall approval status for each workflow rule by employee. The status icons will update as approvals are made.



Employee Time Summary (Filtered Employee Results)

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Showing 50 per page, 13 total records

Pay Period: 1 Viewing Pay Period: 08/03/2019 - 08/16/2019

Violations	Employee	Approver	Employee	Employee ID	Position	Type	Regular	Overtime	Comptime	Benefits	Deduction	Other	Total
			Anderson, June	87652	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00
			ANTONELLI, RAYMOND	5678	IC	FT	80.00	0.00	0.00	0.00	(10.00)	0.00	80.00
			Clarke, Heather	6473	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00
			EPPS, JASON	198	Sr PM	FT	80.00	0.00	0.00	0.00	(10.00)	0.00	80.00
			FOUNTAIN, LAUREN	7890	LT	FT	80.00	0.00	0.00	0.00	(10.00)	0.00	80.00
			Harbison, Thomas	A0123	CO	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00
			Kardos, Warren	A0126	CO	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00
			Lopour, Hailee	A0125	CO	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00

- Red circle exclamation = No approvals exist for any workflow rule(s).
- Green circle checked = All approvals are completed for all workflow rules.
- Yellow circle checked = At least one approval is complete but not all approvals are complete.

Timecard Approvals (cont.)

Employee Actions > Time Approval

Employee Actions

Time Approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 08/03/2019 00:00 - 08/16/2019

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
72.00	0.00	0.00	0.00	(9.00)	0.00	0.00	72.00

Initials LF **Approve & Submit**

Pay Period Approval

Regular Time	Employee	Approver	Approver Comments
72.00			

Showing 56 per page, 9 total records

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Position	Comment	Employee	Approver
		Sun	08/04/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	8.00	IC		!	!
		Mon	08/05/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	16.00	IC		!	!
		Tue	08/06/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	24.00	IC		!	!
		Wed	08/07/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	32.00	IC		!	!
		Thu	08/08/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	40.00	IC		!	!
		Sun	08/11/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	48.00	IC		!	!
		Tue	08/13/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	56.00	IC		!	!
		Wed	08/14/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	64.00	IC		!	!

Workflow is started with the approval of the timecard by the employee.

To approve timecard, employee enters their initials and clicks the Approve & Submit button.

Timecard Approvals (cont.)

Employee Actions

Time Approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 08/03/2019 00:00 - 08/16/2019

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
72.00	0.00	0.00	0.00	(9.00)	0.00	0.00	72.00

Submitted: 08/09/2019 09:23:38

Initials: Approve & Submit

Pay Period Approval

Regular Time	Employee	Approvers	Approver Comments
72.00	LF		

Showing 50 per page; 9 total records

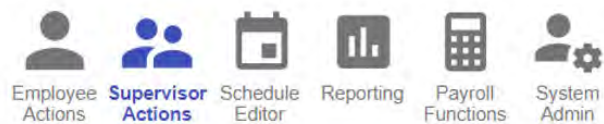
Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Position	Comments	Employee	Approvers
		Sun	08/04/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	8.00	IC		✓	!
		Mon	08/05/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	16.00	IC		✓	!
		Tue	08/06/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	24.00	IC		✓	!
		Wed	08/07/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	32.00	IC		✓	!
		Thu	08/08/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	40.00	IC		✓	!
		Sun	08/11/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	48.00	IC		✓	!
		Tue	08/13/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	1.00	8.00	56.00	IC		✓	!

After the employee approves and submits timecard, the initials entered will show under Employee for Pay Period Approval table.

The Employee column in time details will update and show a green circle checked indicating approvals are complete.

Timecard Approvals (cont.)

Supervisor Action>Employee Time Summary



Employee Time Summary (Filtered Employee Results)

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Showing 50 per page; 13 total records

Pay Period: 1 Viewing Pay Period: 08/03/2019 - 08/16/2019

All	Violations	Employee	Approver	Employee	Employee ID	Position	Type	Regular	Overtime	Comtime	Benefits	Deduction	Other	Total	Employee	Approver
				Anderson, June	87652	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		
				ANTONELLI, RAYMOND	5678	IC	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00		
				Clarke, Heather	6473	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		
				EPPS, JASON	198	Sr PM	FT	80.00	0.00	0.00	0.00	(10.00)	0.00	80.00		
				FOUNTAIN, LAUREN	7890	LT	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00	LF	
				Harbison, Thomas	A0123	CO	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		

The status icons are now updated on the Employee Time Summary Tab to reflect the employee's approval. The initials entered by the employee are also shown in the Employee column. This employee's timecard is now ready for supervisor approval.

Timecard Approvals (cont.)

Supervisor Action>Employee Time Summary

Edit Voids Approval : Joseph E Gildart (678)



tyler.relay@tylertech.com

To ● Gildart, Joe



1:32 PM

Timecard was previously approved and has since been modified. A new approval is required.

Pay Period: 2020-01-13 00:00:00.0 - 2020-01-27 00:00:00.0

Employee: Joseph E Gildart (678)

Action initiated by: Joseph E Gildart

For details please visit: <https://munis1032.tylerdemo.net:7443/ExecuTime>

If supervisor notifications have been properly setup, the Primary Approver will receive an email notification alerting them that time has been approved by the employee and approval action is required.

Timecard Approvals (cont.)

Supervisor Action>Time Approvals

The screenshot displays the 'Time Approvals' interface. At the top, there are navigation tabs: 'Employee Actions', 'Supervisor Actions' (selected), 'Schedule Editor', 'Reporting', 'Payroll Functions', and 'System Admin'. Below these are sub-tabs for 'Time Approval', 'CURRENT PERIOD', 'PREVIOUS PERIOD', and 'HISTORY'. A red box highlights the filter options: 'My Pending Approvals' (selected) and 'Unsubmitted Timecards'. Below the filters, a table shows a summary of timecard data for the pay period 08/03/2019 00:00 - 08/16/2019. The table includes columns for Regular, Overtime, Comptime, Benefits, Deduction, Rounding, Other, and Total. The 'Submitted' date is 08/09/2019 09:23:38. Below this is an 'Approval Type' dropdown set to 'Approves', with fields for 'Initials' and 'Comment'. There are 'Approve' and 'Reject' buttons. A 'Pay Period Approval' table shows the current status of the timecard. At the bottom, a table lists individual timecard records with columns for Actions, Rules, Day, Date, In, Out, Type, Time Logged, Time Total, Position, Comment, Employee, and Approvers.

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
72.00	0.00	0.00	0.00	(9.00)	0.00	0.00	72.00

Submitted: 08/09/2019 09:23:38

Approval Type: Approves Initials: Comment:

Approve Reject

Regular Time	Employee	Approvers	Approver Comments
72.00	LF		

Showing 50 per page, 9 total records

Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Time Total	Position	Comment	Employee	Approvers
			Sun	08/04/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	8.00	IC		✓	!
			Mon	08/05/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	16.00	IC		✓	!
			Tue	08/06/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	24.00	IC		✓	!
			Wed	08/07/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	32.00	IC		✓	!
			Thu	08/08/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	40.00	IC		✓	!
			Sun	08/11/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	48.00	IC		✓	!

Two filter options exist for supervisor approval.

- My Pending Approvals - when selected only employees with pending approvals for the logged in user will show in the drop down.
- Unsubmitted Timecards – when selected only employees with unsubmitted timecards will show in drop down.
- All filters unchecked – displays all employees the logged in user has workflow approval access for. All status types, approved, not approved, submitted, not submitted, etc.

Timecard Approvals (cont.)

Employee Actions Supervisor Actions Schedule Editor Reporting Payroll Functions System Admin

Time Approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

My Pending Approvals Unsubmitted Timecards

Employee: FOUNTAIN, LAUREN

Pay Period: 08/03/2019 00:00 - 08/16/2019

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
72.00	0.00	0.00	0.00	(9.00)	0.00	0.00	72.00

Approval Type: Approver

Initials: LPJ Comment: approved 8/9/19

Approve & Submit Approve Reject

Pay Period Approval

Regular Time	Employee	Approvers	Approver Comments
72.00	LF		

Showing 50 per page, 9 total records

Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Time Total	Position	Comment	Employee	Approvers
			Sun	08/04/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	8.00	IC			
			Mon	08/05/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	16.00	IC			
			Tue	08/06/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	24.00	IC			
			Wed	08/07/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	32.00	IC			
			Thu	08/08/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	40.00	IC			
			Sun	08/11/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	48.00	IC			

To approve the timecard, enter initials and click Approve button. This will approve the entire timecard. Supervisors have the availability to add in comments at time of approval or rejection.

*After clicking approve, the next timecard pending approval will pop-up. This is based on the approval filter being used.

Timecard Approvals (cont.)

Employee Actions Supervisor Actions Schedule Editor Reporting Payroll Functions System Admin

Time Approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

My Pending Approvals Unsubmitted Timecards

Employee: FOUNTAIN, LAUREN

Pay Period: 08/03/2019 00:00 - 08/16/2019

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
72.00	0.00	0.00	0.00	(9.00)	0.00	0.00	72.00

Submitted: 08/09/2019 09:23:38 Last Approved: 08/09/2019 10:14:24

Approval Type: Approver Initials: Comment:

Approve & Submit Approve Reject

Pay Period Approval

Regular Time	Employee	Approvers	Approver Comments
72.00	LF	JPU	JOHN JENKINS : approved 8/9/19

Showing 50 per page, 9 total records

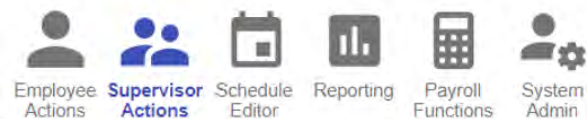
Actions	All	Rules	Day	Date	Start	End	Time	Time Logged	Time Rate	Rate	Comment	Employee	Approvers
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sun	08/04/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	8.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	08/05/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	16.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	08/06/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	24.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	08/07/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	32.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	08/08/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	40.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sun	08/11/2019	08:00	17:00	Advanced Scheduling Reg Time	9.00	48.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The supervisor's initials and comments are now included in the Pay Period Approval block. Placing the mouse in the Approver Comments column will display all comments entered for timecard.

The Approvers column in time details will update and show a green circle checked indicating approvals are complete.

Timecard Approvals (cont.)

Supervisor Action > Employee Time Summary



Employee Time Summary (Filtered Employee Results)

CURRENT PERIOD PREVIOUS PERIOD HISTORY

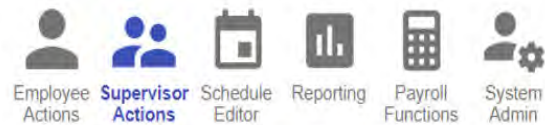
Showing 50 per page; 13 total records

Pay Period: 1 Viewing Pay Period: 08/03/2019 - 08/16/2019

All	Violations	Employee	Approver	Employee	Employee ID	Position	Type	Regular	Overtime	Comptime	Benefits	Deduction	Other	Total	Employee	Approver
				Anderson, June	87652	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		
				ANTONELLI, RAYMOND	5678	IC	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00		
				Clarke, Heather	6473	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00	HC	JPJ
				EPPS, JASON	198	Sr PM	FT	80.00	0.00	0.00	0.00	(10.00)	0.00	80.00		
				FOUNTAIN, LAUREN	7890	LT	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00	LF	JPJ
				Harbison, Thomas	A0123	CO	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		

The status icons are now updated on the Employee Time Summary Tab to reflect the supervisor's approval. The initials entered by the supervisor are also shown in the Approver column. The workflow for this employee's timecard is complete.

Timecard Approvals (cont.)



Employee Time Summary (Filtered Employee Results)

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Showing 50 per page; 13 total records

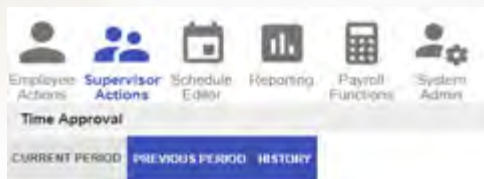
Pay Period: 1 Viewing Pay Period: 08/03/2019 - 08/16/2019

All	Violations	Employee	Approver	Employee	Employee ID	Position	Type	Regular	Overtime	Comptime	Benefits	Deduction	Other	Total	Employee	Approver
				Anderson, June	87652	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		
				ANTONELLI, RAYMOND	5678	IC	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00		
				Clarke, Heather	6473	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00	HC	JPJ
				EPPS, JASON	198	Sr PM	FT	80.00	0.00	0.00	0.00	(10.00)	0.00	80.00		
				FOUNTAIN, LAUREN	7890	LT	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00	LF	JPJ
				Harbison, Thomas	A0123	CO	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		

Any status icon of a yellow circle checked indicates that time entries have been partially approved and more action is needed.

Timecard Approvals (cont.)

Supervisor Action > Time Approvals



This employee's timecard includes an entry with the pay code we have set requiring a workflow approver.

The employee's timecard will appear in My Pending Approvals under time approvals for the workflow approver.

The approver can enter initials and comments then click approve just as the other approver(s) did.

*This only approves the one-line item requiring approval, not the entire timecard.

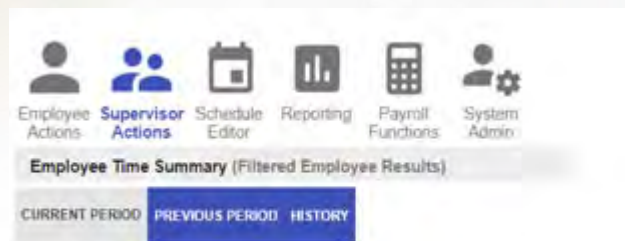
Showing 14 per page: 10 total records

Actions	AM	PM	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Position	Comment	Employee	Approver
				Mon	08/05/2019	08:00	16:00	AS Project	8.00	0.00	8.00	8.00	IC			
				Tue	08/06/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	0.00	8.00	16.00	IC			This time entry is partially approved JASON EPPS Not Approved
				Wed	08/07/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	0.00	8.00	24.00	IC			JOHN JENKINS Not Approved
				Thu	08/08/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	0.00	8.00	32.00	IC			LAUREN FOUNTAIN Not Approved
				Fri	08/09/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	0.00	8.00	40.00	IC			

Hovering over the status icon will display approval info.

Timecard Approvals (cont.)

Supervisor Action > Employee Time Summary



The status icons are now updated on the Employee Time Summary Tab to reflect the workflow approver's approval. The initials entered are also shown in the approver's column. The workflow for this employee's timecard is complete.

All	Violations	Employee	Approver	Employee	Employee ID	Position	Type	Regular	Overtime	Comptime	Benefits	Deduction	Other	Total	Employee	Approver
				Anderson, June	87652	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		
				ANTONELLI, RAYMOND	5678	IC	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00		
				Clarke, Heather	6473	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00	HC	LF JPJ
				EPPS, JASON	198	Sr PM	FT	80.00	0.00	0.00	0.00	(10.00)	0.00	80.00		
				FOUNTAIN, LAUREN	7890	LT	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00	LF	LF JPJ
				Harbison, Thomas	A0123	CO	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00		

Timecard Approvals (cont.)

Supervisor Action > Time Approvals

Employee Actions **Supervisor Actions** Schedule Editor Reporting Payroll Functions System Admin

Time Approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

My Pending Approvals Unsubmitted Timecards

Employee: Anderson, June

Pay Period: 08/03/2019 00:00 - 08/16/2019

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
80.00	0.00	0.00	0.00	(0.00)	0.00	0.00	80.00

Approval Type: Employee Initials: JPJ Comment: Approved on behalf of June 8/9/19

Approve & Submit Approve Reject

Pay Period Approval

Regular Time	Employee	Approvers	Approver Comments
80.00			

Showing 50 per page: 10 total records

Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Time Total	Position	Comment	Employee	Approvers
			Mon	08/05/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	8.00	IC			
			Tue	08/06/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	16.00	IC			
			Wed	08/07/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	24.00	IC			
			Thu	08/08/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	32.00	IC			
			Fri	08/09/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	40.00	IC			
			Mon	08/12/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	48.00	IC			

Supervisors can approve timecards on behalf of the Employee.

To approve as Employee, select employee in the approval type drop-down list. Enter initials and any comments then click Approve & Submit.

Timecard Approvals (cont.)

Employee Actions Supervisor Actions Schedule Editor Reporting Payroll Functions System Admin

Time Approval

CURRENT PERIOD PREVIOUS PERIOD HISTORY

☐ My Pending Approvals ☐ Unsubmitted Timecards

Employee: Anderson, June

Pay Period: 08/03/2019 00:00 - 08/16/2019

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Total
80.00	0.00	0.00	0.00	(0.00)	0.00	0.00	80.00

Submitted: 08/09/2019 12:54:28

Approval Type: Approver Initials: Comment:

Approve Reject

Pay Period Approval

Regular Time	Employee	Approver	Approver Comments
80.00	JPJ		

Showing 50 per page; 10 total records

Actions	All	Rules	Day	Date	In	Out	Type	Time Logged	Time Total	Position	Comment	Employee	Approvers
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	08/05/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	8.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	08/06/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	16.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	08/07/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	24.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	08/08/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	32.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fri	08/09/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	40.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	08/12/2019	08:00	16:00	Advanced Scheduling Reg Time	8.00	48.00	IC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

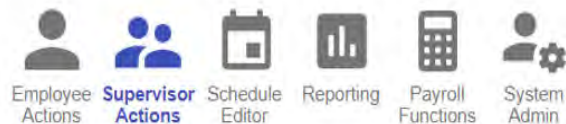
The supervisor's initials are now included in the Pay Period Approval block under the Employee column.

The Employee column in time details will update and show a green circle checked indicating approvals are complete.

This timecard is now ready for supervisor approval.

Timecard Approvals (cont.)

Supervisor Action > Employee Time Summary



Employee Time Summary (Filtered Employee Results)

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Showing 50 per page; 18 total records

Pay Period: 1 Viewing Pay Period: 08/03/2019 - 08/16/2019

All	Violations	Employee	Approver	Employee	Employee ID	Position	Type	Regular	Overtime	Comptime	Benefits	Deduction	Other	Total	Employee	Approver
				Anderson, June	87652	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00	JPJ	
				ANTONELLI, RAYMOND	5678	IC	FT	72.00	0.00	0.00	0.00	(9.00)	0.00	72.00		
				Clarke, Heather	6473	IC	FT	80.00	0.00	0.00	0.00	(0.00)	0.00	80.00	HC	LF JPJ
				COFFELT, JARRETT	4567	PM	FT	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00		

The status icons are now updated on the Employee Time Summary Tab to reflect the employee's approval. The initials entered by the supervisor are also shown in the Employee column. This employee's timecard is now ready for supervisor approval.

UI Environment Flags

System Admin>UI Environment Flags>Time Processing>Payroll Processing

Employee Actions Supervisor Actions Schedule Editor Reporting Payroll Functions System Admin

Welcome ExecuTime

Time Processing Settings

UI UI STYLE SECURITY LOGIN CONFIGURATION TIME PROCESSING COMMUNICATION CLOCK POLLING TIMECLOCK CONFIGURATION ADMIN

Enter settings values in the list below, then click the Save button or icon to save the settings.

Payroll Processing

Update time entry status on export ☒

Deny adding time entries which do not fall in the current/previous period ☒

Enable Time Balancing Summary ☒

Only export records where Time Entry transaction status is Approved ☒

Only export records with all required workflow approval initials ☐

Only export when all required workflow initials have been completed for ALL time cards ☐

Set status for time entries added to history to Default

Scope of Editable Employee History (in weeks) 10

Utilize the Two Step Payroll Export Process (For delays between ExecuTime export and payroll posting) ☒

Restrict the # of prior pay periods in history to allow approval 0

Save Cancel

There are two new UI Environment Flags directly related in Workflow Management.

1. Only export records with all required workflow approval initials.

*This setting will result in only exporting individual transactions with ALL workflow approval initials completed. Using this option can result in partial timecards being exported.

2. Only export when all required workflow initials have been completed for ALL timecards.

*This setting will result in only exporting all transactions when all timecards in the selected filter have all workflow approval initials complete. (Example: If one time entry on one timecard does not have all workflow approval initials the NONE of the timecards will be exported.)



2019 ExecuTime Rotating Overtime Policies

2020 IMPLEMENTATION MEETINGS

© Tyler Technologies 2020

Rotating Overtime Policy

In versions 2019+ of ExecuTime, there is a new feature to allow users to create Rotating Overtime Policies.

Rotating Overtime Policies allow for ExecuTime users to calculate overtime based on multiple thresholds from week to week or pay period to pay period.

Many times overtime calculations for Fire Agencies are based on alternating or rotating “hours worked” thresholds. For example, one period the threshold is 96-hours worked and the second period the threshold is 120-hours worked. The ExecuTime overtime policy configuration has been enhanced to accommodate rotating thresholds.

Rotating Overtime Policy (cont.)

System Admin>Policies & Rules Engine>Overtime Policy

Policy Settings

Name*	Rotating OT
Description	Rotating OT
Custom Overtime Period	<input type="checkbox"/>
Rotating	<input checked="" type="checkbox"/>

Configured Rules *Rotating Policy Active

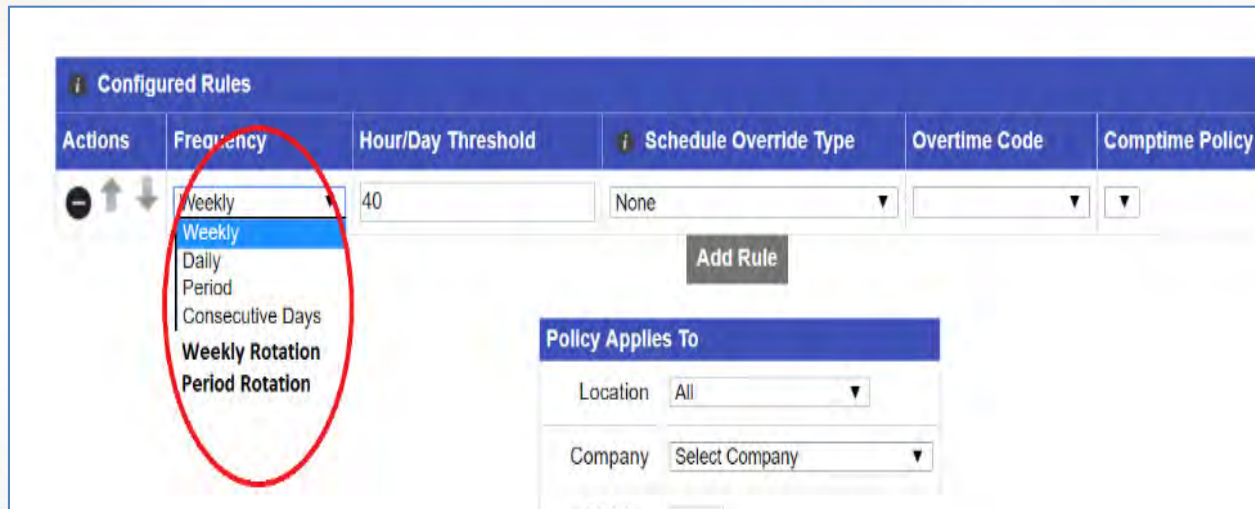
Actions	Frequency	Hour/Day Threshold	Schedule Override Type	Time Worked OT Code	Time Worked Comp Policy	Other OT Code	Other Comp Policy	Appends to Time
Add Rule								

Policy Applies To

WkGroup	All
Entity	Select Entity
Division	All
Munis Location	All
Pay Period	W
Rotating Start Date	01/06/2020

A new check button is available titled "Rotating". When rotating is checked there will be an indicator in the configured rules table header to alert the user this is a rotating schedule;
*Rotating Policy Active

Rotating Overtime Policy (cont.)



The screenshot shows the 'Configured Rules' section of a software interface. It features a table with columns: Actions, Frequency, Hour/Day Threshold, Schedule Override Type, Overtime Code, and Comptime Policy. The 'Frequency' dropdown menu is open, showing options: Weekly, Weekly Rotation, Period, and Period Rotation. The 'Weekly Rotation' and 'Period Rotation' options are highlighted in blue. A red circle is drawn around the dropdown menu. Below the table, there is an 'Add Rule' button and a 'Policy Applies To' section with 'Location' set to 'All' and 'Company' set to 'Select Company'.

Actions	Frequency	Hour/Day Threshold	Schedule Override Type	Overtime Code	Comptime Policy
[-] [↑] [↓]	Weekly	40	None		

Policy Applies To

Location: All


Company: Select Company

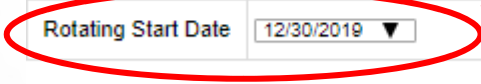

When rotating is checked, two new frequency types will be available in the configured rules section.



- Weekly Rotation
- Period Rotation

Rotating Overtime Policy (cont.)

System Admin>Policies & Rules Engine>Overtime Policy

Policy Applies To	
WrkGroup	All ▼
Entity	1 (City of Tyler) ▼
Division	1200 (HR) ▼
Munis Location	1210 (HR DIRECTOR) ▼
 Pay Period	B ▼
Rotating Start Date	12/30/2019 ▼

























 

When rotating is checked the “Rotating Start Date” drop down becomes accessible with pay period start dates based on the pay period selected above.

A rotating policy can only be applied to pay periods configured as types of DAYS with a duration in multiples of seven. Custom OT periods and rotating periods will be mutually exclusive.

Rotating Overtime Policy (cont.)

System Admin>Policies & Rules Engine>Overtime Policy

+ Actions	Name	* Rotating	Pay Period	Frequency	Hours Threshold	WkGroup	Organization Type
 	1025 OT	No	B	Weekly	40.00	All	Munis Location
 	28 Day Period	No	W	Period	127.00	All	Entity
 	36/44 OT Period	Yes	W	Weekly Rotation	36.00	1 (TEST)	Entity
 	40 hour weekly OT	No	W	Weekly	40.00	All	Division
 	9/80 Friday	No	B	Weekly	40.00	ET02 (EXECUTIME 02 HOURLY)	Entity
 	980 sv	No	B	Weekly	40.00	All	Entity
 	CT 1.0 / 1.5 Test	No	B	Weekly	40.00	All	Munis Location
 	Daily Overtime	No	W	Daily	8.00	All	Entity
 	MF 7-4:30	No	B	Weekly	40.00	All	Entity
 	OT Fire	No	B	Period	212.00	KAFD (FIRE STATION 1 KA)	Division
 	OVERTIME1	No	W	Weekly	40.00	Corporate (Corporate)	Entity
 	Rotating OT	Yes	B	Weekly Rotation	36.00	All	Munis Location

A column has been added to the overtime policy list screen showing the value of the rotating setting. This column is sortable.

Rotating Weekly Overtime Policy

SO now let's go in and build a weekly rotating overtime policy.

"City Hall is open late every other Thursday to allow for citizens to come in outside of typical business hours. Our Full-Time administrative employees are required to work 36 hours in the first week and 44 hours in the second week. Will ExecuTime be able to handle this schedule?"

Rotating Weekly Overtime Policy (cont.)

System Admin>Policies & Rules Engine>Overtime Policy

Policies & Rules Engine - Overtime Policy View

OVERTIME POLICY COMPTIME POLICY CLOCKING POLICY ROUNDING POLICY TSA POLICY WORK LIMITS JCD POLICY SALARIED POLICY RULES ENGINE GEOLOCATION POLICY GEOFENCE MAINTENANCE

Policy Settings

Name: Rotating OT

Description: Rotating OT

Custom Overtime Period: ☐

Rotating ☒

Configured Rules Rotating Policy Active

Actions	Frequency	Hour/Day Threshold	Schedule Override Type	Time Worked OT Code	Time Worked Comp Policy	Other OT Code	Other Comp Policy	Appends to Time
⊕	Weekly Rotation	36.00	None	201				<input type="checkbox"/>
		44.00	None	201				<input type="checkbox"/>

Add Rule

Policy Applies To

WtkGroup: All

Entity: 1 (City of Tyler)

Division: 1200 (HR)

Munis Location: 1210 (HR DIRECTOR)

Pay Period: 8

Rotating Start Date: 12/30/2018

Save Back

Setup an overtime policy as:
 Name: Rotating OT
 Description: Rotating OT
 Custom Overtime Period: No
 Rotating: Checked
 Configured Rule: Weekly
 Rotation, Week 1 = 36 hours,
 Week 2 = 44 Hours
 Overtime Code: 201 OT
 Rotating Start Date: 12/30/19

Rotating Weekly Overtime Policy (cont.)

Employee Actions > Timesheet Entry

Employee Actions Supervisor Actions Reporting Payroll Functions System Admin

Welcome TOM

Timesheet Entry

CURRENT PERIOD PREVIOUS PERIOD

Pay Period: 12/30/2019 - 01/12/2020

Actions	Date	Start Time	End Time	Duration [HH-MM or HH.MM]	Amount [0.00]	Type	Munis Location
	Mon 12/30/2019	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Tue 12/31/2019	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Wed 01/01/2020	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Thu 01/02/2020	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Fri 01/03/2020	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Mon 01/06/2020	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Tue 01/07/2020	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Wed 01/08/2020	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Thu 01/09/2020	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)
	Fri 01/10/2020	08:00	16:00	Hours Days		102	1210 (HR DIRECTOR)

Save Reset

An employee that has entered a timesheet with a standard 40-hour Monday through Friday work week should see a total of 80 hours worked with 4 hours allocated towards pay code 201 for overtime.

Rotating Weekly Overtime Policy (cont.)

Employee Actions>Time Card Inquiry>Current Period

Time Card Inquiry

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 12/30/2019 00:00 - 01/12/2020

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
76.00	4.00	0.00	0.00	(0.00)	0.00	0.00	0.00	80.00

Showing 100 per page; 12 total records

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Position
		Mon	12/30/2019	08:00	12:00	102	4.00	0.00	4.00	4.00	0.00	5006 (REC)
		Mon	12/30/2019	12:00	16:00	102	4.00	0.00	8.00	8.00	0.00	5006 (REC)
		Tue	12/31/2019	08:00	16:00	102	8.00	0.00	8.00	16.00	0.00	5006 (REC)
		Wed	01/01/2020	08:00	16:00	102	8.00	0.00	8.00	24.00	0.00	5006 (REC)
		Thu	01/02/2020	08:00	16:00	102	8.00	0.00	8.00	32.00	0.00	5006 (REC)
		Fri	01/03/2020	08:00	16:00	102	8.00	0.00	8.00	40.00	0.00	5006 (REC)
		Fri	01/03/2020	08:00	12:00	102	4.00	0.00	8.00	40.00	0.00	5006 (REC)
		Fri	01/03/2020			201	4.00	0.00	8.00	40.00	0.00	5006 (REC)
		Mon	01/06/2020	08:00	12:00	102	4.00	0.00	4.00	44.00	0.00	5006 (REC)
		Mon	01/06/2020	12:00	16:00	102	4.00	0.00	8.00	48.00	0.00	5006 (REC)
		Tue	01/07/2020	08:00	16:00	102	8.00	0.00	8.00	56.00	0.00	5006 (REC)
		Wed	01/08/2020	08:00	16:00	102	8.00	0.00	8.00	64.00	0.00	5006 (REC)
		Thu	01/09/2020	08:00	16:00	102	8.00	0.00	8.00	72.00	0.00	5006 (REC)
		Fri	01/10/2020	08:00	16:00	102	8.00	0.00	8.00	80.00	0.00	5006 (REC)

As expected, in the first week this employee surpassed the 36-hour threshold by 4 hours. In the second week of the pay period the 44-hour threshold was not crossed. Therefore no overtime in week two was granted.

Rotating Weekly Overtime Policy (cont.)

Employee Actions>Timesheet Entry

Timesheet Entry

CURRENT PERIOD PREVIOUS PERIOD

Pay Period: 12/30/2019 - 01/12/2020

Actions	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Munis Location
	Mon 12/30/2019	08:00	16:00	Hours * Days		102 ▼	1210 (HR DIRECTOR) ▼
	Tue 12/31/2019	08:00	16:00	Hours * Days		102 ▼	1210 (HR DIRECTOR) ▼
	Wed 01/01/2020	08:00	16:00	Hours * Days		102 ▼	1210 (HR DIRECTOR) ▼
	Thu 01/02/2020	08:00	16:00	Hours * Days		102 ▼	1210 (HR DIRECTOR) ▼
	Fri 01/03/2020	08:00	12:00	Hours * Days		10 ▼	1210 (HR DIRECTOR) ▼
	Mon 01/06/2020	08:00	16:00	Hours * Days		102 ▼	1210 (HR DIRECTOR) ▼
	Tue 01/07/2020	08:00	20:00	Hours * Days		10 ▼	1210 (HR DIRECTOR) ▼
	Wed 01/08/2020	08:00	16:00	Hours * Days		102 ▼	1210 (HR DIRECTOR) ▼
	Thu 01/09/2020	08:00	16:00	Hours * Days		102 ▼	1210 (HR DIRECTOR) ▼
	Fri 01/10/2020	08:00	16:00	Hours * Days		102 ▼	1210 (HR DIRECTOR) ▼

Save Reset

This same employee has now entered a timesheet based on their rotating schedule that shows 36-hours worked in week one and 44-hours worked in week two. No overtime is to be expected.

Rotating Weekly Overtime Policy (cont.)

Employee Actions>Timecard Inquiry>Current Period

Time Card Inquiry

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Pay Period: 12/30/2019 00:00 - 01/12/2020

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
80.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00	80.00

Showing 100 per page; 12 total records

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Position	Schedule	GeoData	Comment
		Mon	12/30/2019	08:00	12:00	102	4.00	0.00	4.00	4.00	0.00	5006 (REC)			
		Mon	12/30/2019	12:00	16:00	102	4.00	0.00	8.00	8.00	0.00	5006 (REC)			
		Tue	12/31/2019	08:00	16:00	102	8.00	0.00	8.00	16.00	0.00	5006 (REC)			
		Wed	01/01/2020	08:00	16:00	102	8.00	0.00	8.00	24.00	0.00	5006 (REC)			
		Thu	01/02/2020	08:00	16:00	102	8.00	0.00	8.00	32.00	0.00	5006 (REC)			
		Fri	01/03/2020	08:00	12:00	102	4.00	0.00	4.00	36.00	0.00	5006 (REC)			
		Mon	01/06/2020	08:00	12:00	102	4.00	0.00	4.00	40.00	0.00	5006 (REC)			
		Mon	01/06/2020	12:00	16:00	102	4.00	0.00	8.00	44.00	0.00	5006 (REC)			
		Tue	01/07/2020	08:00	20:00	102	12.00	0.00	12.00	56.00	0.00	5006 (REC)			
		Wed	01/08/2020	08:00	16:00	102	8.00	0.00	8.00	64.00	0.00	5006 (REC)			
		Thu	01/09/2020	08:00	16:00	102	8.00	0.00	8.00	72.00	0.00	5006 (REC)			
		Fri	01/10/2020	08:00	16:00	102	8.00	0.00	8.00	80.00	0.00	5006 (REC)			

Week one = 36

Week two = 44

Rotating Period Overtime Policy

System Admin>Policies & Rules Engine>Overtime Policy

Policy Settings

Name*	Rotating OT
Description	Rotating OT
Custom Overtime Period	<input checked="" type="checkbox"/>
Rotating	<input checked="" type="checkbox"/>

Configured Rules *Rotating Policy Active

Actions	Frequency	Hour/Day Threshold	Schedule Override Type	Time Worked OT Code	Time Worked Comp Policy	Other OT Code	Other Comp Policy	Appeals to Time
⬇️ ⬆️ ⬇️	Period Rotation ▼	120	None ▼	201 ▼	▼	▼	▼	<input type="checkbox"/>
		96	None ▼	201 ▼	▼	▼	▼	<input type="checkbox"/>

Add Rule

Policy Applies To

WkrGroup	All ▼
Entity	1 (City of Tyler) ▼
Division	1200 (HR) ▼
Munis Location	1210 (HR DIRECTOR) ▼
Pay Period	B ▼
Rotating Start Date	12/30/2018 ▼

Save




Back

Rotating Period Overtime Policy (cont.)













Employee Actions>Timesheet Entry>Previous Period

Timesheet Entry

CURRENT PERIOD PREVIOUS PERIOD

Search Employees 
 Gildart, Joseph E (678)  

Pay Period: 12/30/2019 - 01/12/2020

+ Action	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Location
	Mon 12/30/2019	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Tue 12/31/2019	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Wed 01/01/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Thu 01/02/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Fri 01/03/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Sat 01/04/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Sun 01/05/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Mon 01/06/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Tue 01/07/2020	08:00	20:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Wed 01/08/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Thu 01/09/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Fri 01/10/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)

In the previous period this employee has entered total time of 122-hours worked. We should expect to see 120-hours of regular time and 2-hours of overtime.

Rotating Period Overtime Policy (cont.)

Employee Actions>Time Card Inquiry>Previous Period

Time Card Inquiry

CURRENT PERIOD PREVIOUS PERIOD HISTORY

Search Employees ⓘ
Gildart, Joseph E (678) 🔍 ✉

Pay Period: 12/30/2019 00:00 - 01/12/2020

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
120.00	2.00 ⓘ	0.00	0.00	(0.00)	0.00	0.00	0.00	122.00

Showing 100 per page; 12 total records

Rules	Day	Date	In	Out	Type	Time Logged	Time Total	Amount	PL Account	GL Account	Position	Schedule	GeoData	Comment
ⓘ	Mon	12/30/2019	08:00	18:00	111 (Regular Time)	10.00	10.00	0.00			Fin Admin Staff (Fin Admin Staff)			
ⓘ	Tue	12/31/2019	08:00	18:00	111 (Regular Time)	10.00	20.00	0.00			Fin Admin Staff (Fin Admin Staff)			
ⓘ	Wed	01/01/2020	08:00	18:00	111 (Regular Time)	10.00	30.00	0.00			Fin Admin Staff (Fin Admin Staff)			
ⓘ	Thu	01/02/2020	08:00	18:00	111 (Regular Time)	10.00	40.00	0.00			Fin Admin Staff (Fin Admin Staff)			




As expected, 120-hours of regular time and 2-hours of overtime based off the 120-hour threshold for the rotating policy.

Rotating Period Overtime Policy (cont.)











Employee Actions>Timesheet Entry>Current Period

Timesheet Entry

CURRENT PERIOD PREVIOUS PERIOD

Search Employees 
 Gildart, Joseph E (678)  

Pay Period: 01/13/2020 - 01/26/2020

Actions	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Location
	Mon 01/13/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Tue 01/14/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Wed 01/15/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Thu 01/16/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Fri 01/17/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Mon 01/20/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Tue 01/21/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Wed 01/22/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Thu 01/23/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)
	Fri 01/24/2020	08:00	18:00	Hours Days		111 (Regular Time)	Finance (Finance)

Save Reset


In the current period this employee has entered total time of 100-hours worked. We should expect to see 96-hours of regular time and 4-hours of overtime.



Rotating Period Overtime Policy (cont.)

Employee Actions>Time Card Inquiry>Current Period


Time Card Inquiry


CURRENT PERIOD PREVIOUS PERIOD HISTORY





Search Employees 

Gildart, Joseph E (678)  

Pay Period: 01/13/2020 00:00 - 01/26/2020

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
96.00	 4.00	0.00	0.00	(0.00)	0.00	0.00	0.00	100.00

Showing 100 per page; 10 total records 

Rules	Day	Date	In	Out	Type	Time Logged	Time Total	Amount	GL Account	Position Schedule	GeoData	Comment
	Mon	01/13/2020	08:00	18:00	111 (Regular Time)	10.00	10.00	0.00		Fin Admin Staff (Fin Admin Staff)		
	Tue	01/14/2020	08:00	18:00	111 (Regular Time)	10.00	20.00	0.00		Fin Admin Staff (Fin Admin Staff)		
	Wed	01/15/2020	08:00	18:00	111 (Regular Time)	10.00	30.00	0.00		Fin Admin Staff (Fin Admin Staff)		
	Thu	01/16/2020	08:00	18:00	111 (Regular Time)	10.00	40.00	0.00		Fin Admin Staff (Fin Admin Staff)		

As expected, 96-hours of regular time and 4-hours of overtime based off the 96-hour threshold for the rotating policy on the current pay period.

Rotating Period Overtime Policy (cont.)

Now let's take another look at a policy that uses **both** rotating and a daily overtime.

"City Hall is open late every other Thursday to allow for citizens to come in outside of typical business hours. Our Full-Time administrative employees are required to work 36 hours in the first week and 44 hours in the second week. Also, if they work more than 9 hours in any day, they will also earn overtime. Will ExecuTime be able to handle this schedule?"

Rotating Weekly AND Daily Overtime Policy

System Admin>Policies & Rules Engine>Overtime Policy

Policy Settings
Name* Rotating OT
Description Rotating OT
Custom Overtime Period ☐
Rotating ☒

Configured Rules *Rotating Policy Active

Actions	Frequency	Hour/Day Threshold	Schedule Override Type	Time Worked OT Code	Time Worked Comp Policy	Other OT Code	Other Comp Policy	Appends to Time
⬅️ ⬆️ ⬇️	Weekly Rotation ▼	36	None ▼	201 ▼	▼	▼	▼	<input type="checkbox"/>
		44	None ▼	201 ▼	▼	▼	▼	<input type="checkbox"/>
⬅️ ⬆️ ⬇️	Daily ▼	9	None ▼	201 ▼	▼	▼	▼	<input type="checkbox"/>

Add Rule

Policy Applies To
WkGroup All ▼
Entity 1 (City of Tyler) ▼
Division 1200 (HR) ▼
Munis Location 1210 (HR DIRECTOR) ▼
Pay Period B ▼
Rotating Start Date 12/30/2019 ▼
Save Back

Rotating Weekly AND Daily Overtime Policy (cont.)

Employee Actions>Timesheet Entry

On Thursday, this employee worked a 10-hour day.

Actions	Date	Start Time	End Time	Duration [HH:MM or HH.MM]	Amount [0.00]	Type	Munis Location
	Mon 12/30/2019	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Tue 12/31/2019	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Wed 01/01/2020	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Thu 01/02/2020	08:00	18:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Fri 01/03/2020	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Mon 01/06/2020	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Tue 01/07/2020	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Wed 01/08/2020	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Thu 01/09/2020	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼
	Fri 01/10/2020	08:00	16:00	Hours Days		102 ▼	1210 (HR DIRECTOR) ▼

12/16/2019 - 12/30/2019 ▼ Duplicate timesheet from history Save Reset

Rotating Weekly AND Daily Overtime Policy (cont.)

Pay Period: 12/30/2019 00:00 - 01/12/2020

Regular	Overtime	Complime	Benefits	Deduction	Rounding	Other	Amount	Total
75.00	7.00	0.00	0.00	(0.00)	0.00	0.00	0.00	82.00

Actions	Rules	Day	Date	In	Out	Type	Time Logged	Auto Deduction	Daily Total	Time Total	Amount	Position	Schedule
		Mon	12/30/2019	08:00	12:00	102	4.00	0.00	4.00	4.00	0.00	5006 (REC)	
		Mon	12/30/2019	12:00	16:00	102	4.00	0.00	8.00	8.00	0.00	5006 (REC)	
		Tue	12/31/2019	08:00	16:00	102	8.00	0.00	8.00	16.00	0.00	5006 (REC)	
		Wed	01/01/2020	08:00	16:00	102	8.00	0.00	8.00	24.00	0.00	5006 (REC)	
		Thu	01/02/2020	08:00	18:00	102	10.00	0.00	10.00	34.00	0.00	5006 (REC)	
		Thu	01/02/2020	08:00	17:00	102	9.00	0.00	10.00	34.00	0.00	5006 (REC)	
		Thu	01/02/2020			201	1.00	0.00	10.00	34.00	0.00	5006 (REC)	
		Fri	01/03/2020	08:00	16:00	102	8.00	0.00	8.00	42.00	0.00	5006 (REC)	
		Fri	01/03/2020	08:00	10:00	102	2.00	0.00	8.00	42.00	0.00	5006 (REC)	
		Fri	01/03/2020			201	6.00	0.00	8.00	42.00	0.00	5006 (REC)	
		Mon	01/06/2020	08:00	12:00	102	4.00	0.00	4.00	46.00	0.00	5006 (REC)	
		Mon	01/06/2020	12:00	16:00	102	4.00	0.00	8.00	50.00	0.00	5006 (REC)	
		Tue	01/07/2020	08:00	16:00	102	8.00	0.00	8.00	58.00	0.00	5006 (REC)	
		Wed	01/08/2020	08:00	16:00	102	8.00	0.00	8.00	66.00	0.00	5006 (REC)	
		Thu	01/09/2020	08:00	16:00	102	8.00	0.00	8.00	74.00	0.00	5006 (REC)	
		Fri	01/10/2020	08:00	16:00	102	8.00	0.00	8.00	82.00	0.00	5006 (REC)	

In the first week of the pay period this employee worked 42-hours including 10-hours on Thursday.

Based off the rotating overtime policy established the employee earned 7-hours of overtime total. 1-hour on Thursday and 6-hours of additional overtime for the 42-hours worked.



ExecuTime 2019 Multiple OT Rules (time worked vs. other)

OT Time Worked vs Other

System Admin>Policies & Rules Engine>Overtime Policy

Configured Rules							
Actions	Frequency	Hour/Day Threshold	Schedule Override Type	Time Worked OT Code	Time Worked Comp Policy	Other OT Code	Other Comp Policy
	Daily ▼	10.00	None ▼	201 (Overtime) ▼	Comp Time ▼	▼	▼
	Weekly ▼	40.00	None ▼	201 (Overtime) ▼	Comp Time ▼	▼	▼

Add Rule

Two new selection columns were added to the configured rules within an overtime policy:







- A. Other OT Code
- B. Other Comp Policy

The existing columns "Overtime" and "Comp Time Policy" renamed to:

- A. Time Worked OT Code
- B. Time Worked Comp Policy

OT Time Worked vs Other (cont.)

System Admin>Policies & Rules Engine>Overtime Policy

Configured Rules							
Actions	Frequency	Hour/Day Threshold	Schedule Override Type	Time Worked OT Code	Time Worked Comp Policy	Other OT Code	Other Comp Policy
  	Weekly ▼	40.00	None ▼	201 (Overtime) ▼	Comp Time ▼	220 (Requested OT) ▼	Comp Non-PS ▼
  	Daily ▼	10.00	None ▼	201 (Overtime) ▼	Comp Time ▼	220 (Requested OT) ▼	Comp Non-PS ▼

[Add Rule](#)

The time worked overtime will calculate first and pull out overtime/comp to the respective pay code, then the non-time worked overtime calculate over the remaining time.

A. **Time Worked OT:** defined as the total hours of all pay codes flagged “Counts Toward Overtime” and “Time Worked.” Hours Exceeding the frequency threshold will be applied to the respective pay code defined in rule. This calculation will run ***before*** the Other OT calculation.

B. **Other OT:** defined as total time worked (after time worked OT calc) plus total hours of all Pay Codes flagged as “Counts Toward Overtime” and “Other.” Hours exceeding the frequency threshold will be applied to the respective pay code defined in rule.

OT Time Worked vs Other (cont.)

System Admin>Master File Management>Pay Codes

General	
Name	111
Description	Regular Time

Timecard Settings	
Regular	<input checked="" type="checkbox"/>
Overtime	<input type="checkbox"/>
Comp Time Earned	<input type="checkbox"/>
Deduction	<input type="checkbox"/>
Non Hour Code	<input type="checkbox"/>
Amount Code	<input type="checkbox"/>
Total	<input checked="" type="checkbox"/>
Counts Toward Overtime	Time Worked ▼
Allow Overtime to be split from this pay code	<input checked="" type="checkbox"/>
Counts Toward Auto Deduction	<input type="checkbox"/>
Allows Auto Deduction	<input type="checkbox"/>
Negates Salary Regular Time	<input type="checkbox"/>

Pay Code 111 is flagged as
Counts Toward Overtime =
"Time Worked"

Pay Code 115 is flagged as
Counts Toward Overtime =
"Other"

General	
Name	115
Description	Regular Time Amt


Timecard Settings	
Regular	<input checked="" type="checkbox"/>
Overtime	<input type="checkbox"/>
Comp Time Earned	<input type="checkbox"/>
Deduction	<input type="checkbox"/>
Non Hour Code	<input type="checkbox"/>
Amount Code	<input type="checkbox"/>
Total	<input checked="" type="checkbox"/>
Counts Toward Overtime	Other ▼
Allow Overtime to be split from this pay code	<input checked="" type="checkbox"/>
Counts Toward Auto Deduction	<input type="checkbox"/>
Allows Auto Deduction	<input type="checkbox"/>
Negates Salary Regular Time	<input type="checkbox"/>

OT Time Worked vs Other (cont.)

System Admin>Policies & Rules Engine>Overtime Policy

All overtime policy frequency types are eligible to utilize time worked and Other OT settings.

Comp Time policies will coincide with the respective overtime type. This means the comp selector will be available for both Time Worked OT and Other OT allowing for transfer into potentially different comp buckets.

		Fri	01/24/2020	08:00	15:00	111 (Regular Time)	7.00	0.00	8.00
		Fri	01/24/2020	15:00	16:00	201 (Overtime)	1.00	0.00	8.00
Amount of hours to transfer into: Comptime (Comp Time) (Max 1.00 hours) <input type="text" value="0.0"/> <input type="button" value="Save"/>									

OT Time Worked vs Other (cont.)



Other Considerations/Assumptions

Both Time Worked and Other OT will be lumped together into the Overtime Summary totals on Screens.

A. Mouse over the summary OT total will list the duration of time applied to each pay code. (similar table view of how minimum staffing screens work today)

B. The details of specific overtime codes applied will be visible in the detail lines of the timecard.

Search Employees ⓘ

Smith, Emily H (679)  

Pay Period: 01/13/2020 00:00 - 01/26/2020

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Amount	Total
32.00	ⓘ 14.00	0.00	8.00	(0.00)	0.00	0.00	0.00	54.00

Time Worked	Other
6.00	8.00

OT Time Worked vs Other (cont.)

Other Considerations/Assumptions

Upgrades:

A. Existing overtime policy configured rules will consider Overtime Code to be Other OT Code and Comp Time Policy to be Time Worked Policy. The new selections for Other Time OT Code and Other Comp Policy will be set to none.

B. Existing Pay Codes flagged as counts toward overtime will be set as "Time Worked." Pay codes will need to be reviewed and vetted during upgrade testing to endure all flags are accurate.

C. Custom Payroll export code will need to be vetted prior to upgrade.



ExecuTime Road Map

Munis Implementation Analyst / HCM

Now hosted on our Analyst confluence page, you'll find quick access points to ExecuTime Road Map.

- Resolved in versions 11.5.10, 2017.1.15, 2016.1.10, 2019.1.9, and above
- Enhancement: Allow Employee Build Mapping to include additional non-standard fields, such as Badge ID - Release scheduled in Munis Version 2020.1
 - [MUN-349729](#) - ExecuTime - Badge numbers, Schedule Set, and Role options for Badge numbers **CLOSED**
 - Created in Version 2020.1

- Issue: Integration will not complete with filter
 - [XTSP-697](#) - New World / Munis web service responding with errors
 - when request contains a filter **DONE**
 - Resolved in Versions 2018.4.11, 2019.2.2.1, and 2019.3
- Issue: Unable to save Employee Records (ET 2019.1 and 2019.2 Versions)
 - [XTSP-687](#) - Error editing employees if they have qualified positions
 - **DONE**
 - Resolved in Version 2019.1
- Issue: Multiple system generated codes based on Rules Engine appear in Time Card Inquiry
 - [XTSP-347](#) - XTSP-2 ***Multiple Clients - Multiple rules engine with flag "Append to Time" & "Post Policy Processing" enabled for all rules
 - engine causes duplicate transaction **DONE**
 - Resolved in Version 2019.3.2 and 2018.4.13
- Enhancement: Allow Employee Build Mapping to include additional non-standard Munis fields, such as Badge ID - Release scheduled in ET Version 2020.1
 - [XTF-765](#) - Munis User Defined Field Integration **DONE**
 - Created in Version 2020.1

ExecuTime Road Map

- **Completed Dev Features/Functionalities:** Items that are completed and in which version is was released
- **Finalized Road Map (In Progress) Features:** Items currently being worked on (in progress) to release in the next release
 - Timeline estimates for Release Candidate and General Availability will display here as well
- **Planned:** Plans for functionality within the next 18 – 24 months, but has not been put on a finalized road map version yet
 - This is not guaranteed to be released in the planned version, but is being put into a future version
- **Strategic Backlog:** Functionality that is being considered but not currently planned for any version

 Like Be the first to like this

No labels 



Completed Dev Features/Functionalities

As new Features & Functionality has been released, those will be documented by Version in this area. Teams can utilize this Information area to cross reference new features and functionality requested from a client or ideas you have for making the application more robust.

The screenshot shows a Confluence page within the Tyler Confluence instance. The left sidebar contains a navigation menu with various categories, including 'Completed Dev Features/Functionality' which is currently expanded. The main content area displays the title 'Completed Dev Features/Functionality' and indicates it was created by Pasch, Hillary on Dec 06, 2019. Below the title, there is a 'Like' button and a note 'Be the first to like this'. The page footer includes the Atlassian logo and the text 'Powered by Atlassian Confluence 6.15.9 - Report a bug - Atlassian News'.

Finalized Road Map (In Progress)

This section will house features & functionalities that are currently in progress and scheduled to be released in an upcoming version. In addition, you will be able to see timeline estimates for Release Candidate and General Availability.

The screenshot shows a Confluence page for Tyler Technologies. The left sidebar contains a navigation menu with the following items:

- Benefit Accrual Type Definitions
- ClockPolling
- Configuring ExecuTime Web Server
- Customer Wishlist Policies
- Development Policies For ExecuTime Developers
- Employee Pay Period
- ExecuTime Documentation
- Industry Research
- Known Impact Analysis Relationships
- Reporting
- Scalability and Load Testing
- Suggested Improvements
- Unversioned Enhancements
- Utilizing WebServices
- Version Release Cycle
- Version Release History Documentation
- Version Release Policies - Maintenance/Minor Release
- Version Release Policies - New Feature Release
- Version Release Notes
- Integrating ExecuTime with Tyler Foundation Products
- How-to articles
- File lists
- ExecuTime Roadmap
 - Completed Dev Features/Functionality
 - Finalized Road Map (In Progress)**
 - Planned
 - Strategic Backlog

The main content area is titled "Finalized Road Map (In Progress)" and was created by Paish, Hilary, last modified on Jan 07, 2020. It lists "In Progress Development Items (slated for version 2020.1):"

Release Candidate	3/30/2020
General Availability	4/13/2020

Below the table is a list of development items, each with a checkbox and a link to a specific issue:

- ☐ AZ-Timezone Compatibility (XTF-768)
- ☐ Clock In/Out from My Schedule (XTF-757)
- ☐ Effective Dates on Position (XTF-770)
- ☐ Include "Position" in Time Entry Import (XTF-763)
- ☐ Split Shift for Time-blocks (Rework) (XTF-454)
- ☐ Dates are Sent with a Timestamp Format (XTF-938)
- ☐ Integrate User Defined for BadgeID (XTF-765)
- ☐ Supervisor HUB Page Web Services (XTF-759)
- ☐ Time Off Bidding (XTF-822)
- ☐ Overtime by Position (XTF-856)
- ☐ Trades with Clock In/Out (XTF-758)
- ☐ PH2: Sequential Step Tyler Workflow (XTF-760, XTF-761, XTF-762)
- ☐ PH2: Preserve Time Card History (XTF-818)
- ☐ PH2: Publish Data Dictionary/Views Based on BIRT Reports (XTF-769)

At the bottom of the page, it says "Powered by Atlassian Confluence 6.15.9" and "Report a bug" and "Atlassian News". The Atlassian logo is also present.

Planned

Our planned section will inform everyone what functionality is planned for within the next 18-24 months. This would be functionality that has not been placed on the roadmap version yet.

The screenshot shows a Confluence page titled 'Planned' within the 'ExecuTime Roadmap' space. The page is created by Pasch, Hilary, and last modified on Dec 06, 2019. It lists 18-24 month planned items, each with a checkbox:

- ☐ Clock Policy by Location/Employee
- ☐ PH3: SSRS Reports
- ☐ PH3: Preserve Time Card History
- ☐ PH3: Sequential Step WF
- ☐ Clock Stability
- ☐ Timeclocks - Facial Recognition
- ☐ Workflow by Security Rule
- ☐ NWS Public Safety CAD
- ☐ Munis Get Valid Pays Rework
- ☐ Munis Supervisor Integration
- ☐ PL/GL Rework
- ☐ Mid Pay Period Hire/POS CHGS
- ☐ Rest and Recovery Rules
- ☐ Mobile Transfer OT to CTE
- ☐ Comp Earn/Use in Same Period
- ☐ Cascading Leave Rules
- ☐ Sub/Teach Pay Override
- ☐ Mobile Time Off Bidding
- ☐ Job Class/Position Control (Tier 1/Tier 2)
- ☐ My Schedule Clock In/Out Touchtime
- ☐ Wheel Criteria/Year-to-Date Overtime
- ☐ Work Calendar Sync for K12 (IVEE)
- ☐ Time Sheet Supplement K12
- ☐ One Step Job Transfer K12
- ☐ Basic Sub Management K12
- ☐ Holiday Rules - Work Before/After

The left sidebar shows a navigation menu with categories like 'Benefit Accrual Type Definitions', 'ClockPolling', 'Configuring ExecuTime Web Server', 'Customer Wishlist Policies', 'Development Policies For ExecuTime Developers', 'Employee Pay Period', 'ExecuTime Documentation', 'Industry Research', 'Known Impact Analysis Relationships', 'Reporting', 'Scalability and Load Testing', 'Suggested Improvements', 'Unversioned Enhancements', 'Utilizing WebServices', 'Version Release Cycle', 'Version Release History Documentation', 'Version Release Policies - Maintenance/Minor Release', 'Version Release Policies - New Feature Release', 'Version Release Notes', 'Integrating ExecuTime with Tyler Foundation Products', 'How-to articles', 'File lists', 'ExecuTime Roadmap', 'Completed Dev Features/Functionality', 'Finalized Road Map (In Progress)', 'Planned', and 'Strategic Backlog'.

Strategic Backlog

Any functionality that's part of our strategic backlog will be shared here.

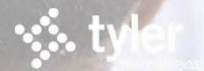
The screenshot displays the Tyler Confluence interface. On the left is a navigation sidebar with a tree view containing categories like 'Benefit Accrual Type Definitions', 'ClockPolling', 'Configuring ExecuTime Web Server', 'Customer Wishlist Policies', 'Development Policies For ExecuTime Developers', 'Employee Pay Period', 'ExecuTime Documentation', 'Industry Research', 'Known Impact Analysis Relationships', 'Reporting', 'Scalability and Load Testing', 'Suggested Improvements', 'Unversioned Enhancements', 'Utilizing WebServices', 'Version Release Cycle', 'Version Release History Documentation', 'Version Release Policies - Maintenance/Minor Release', 'Version Release Policies - New Feature Release', 'Version Release Notes', 'Integrating ExecuTime with Tyler Foundation Products', 'How-to articles', 'File lists', and 'ExecuTime Roadmap'. The 'Strategic Backlog' item under 'ExecuTime Roadmap' is selected. The main content area shows the 'Strategic Backlog' page, created by Pasch, Hillary, last modified on Dec 06, 2019. It contains a list of tasks, each with a checkbox and a description. The tasks are: Munis - Add GL/Account # to Time Card View, Munis Certification Sync, Munis Future View of Work Calendar Days in ET, Munis - Error on Export, Incode - Project Costing, TCM Integration for Doc Storage, Produce User Friendly Status Report after Each Integration Launch, Expose Integration Tab with Auditing, EAM Integration, AsOne Integration Monitoring, Add Period Summary Totals to Timesheet Screen, Hybrid Timesheet Entry/Inquiry with Totals & Comp Selector, Move Export Business Rules into the Application vs. Custom Code Requirement(s), Tyler Notify, Realtime Analytics, Ability to Share Filters with Others, Add Time Card Attributes as Filters, Filter by Pay Code, Usability for Building Filters (Drag/Drop), UX Analysis - Too Many Clicks Required, AS - Audit & Report of Shift Changes, Trades, Pay Backs, etc., AS - Restrict Time Off During Blackout Dates, AS - Allow Time Card Approval from Roster, AS - Limit Trades to Time Period Range, AS - Track Trade Pay Backs, AS - Complex Bidding Rules, AS - TOR from Roster: Improved Usability, AS - Availability Status When NOT available to Work, AS - Drag/Drop Employee to Shift, AS - Opt Out of the Wheel, AS - Employee View Rank in Wheel, AS - Minimum Staffing by Site Code, and AS - Minimum Staffing Rule Exclude Option.



Questions & Discussion

| 2020 IMPLEMENTATION MEETINGS

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The background of the slide features a blurred image of two hands holding white cards. Each card displays a pattern of colored dots (blue, green, and yellow) arranged in a grid-like fashion. The hands are positioned as if they are about to place the cards on a surface.

Appendix

Additional ExecuTime Resources

Key Documents

- 2019.1 Rotating Overtime
- New Overtime Policies with 2019.1
- Overtime Policies – Rotating

Teams ExecuTime Page

Confluence Page for ExecuTime



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